

C-O-N-F-I-D-E-N-T-I-A-L

OpGRAM

August 1979

DIRECTOR OF PERSONNEL'S CORNER

The DD/A recently visited OP units in the Ames Building and was very impressed with the amount of work handled by our components. Also, he was pleased with the reception he received and the interest that everyone showed in his work.

Our workload is not likely to shrink during the summer but, in fact, may increase. For instance, recruitments are moving up and I am happy to report we have exceeded the DDO quota for the next CT Class. As we add to the number of recruiters, it follows that the processing workload will increase.

a large group of placement directors from southern educational institutions visited Headquarters. They were provided a general orientation concerning the Agency and information about the types of personnel we are trying to recruit. This was the first of these orientations which are being handled on a regional basis.

The NAPA Project is now under way with a group formed of officers from each of the Directorates and the Office of Training. Their first major effort will be to look at the total integrated system and make recommendations concerning changes considered necessary to our current system. Unfortunately, the NAPA Project has taken

is the Chief of the Programs and Procedures Staff.

I want to commend the Insurance Branch for their significant increase in production. I was happy to report that during the period 23 March 1979 through 3 July 1979 the largest insurance claims backlog for the Association Benefit Plan was five working days (one week). Since 2 May 1979, the Branch has been operating on a near real time basis, working on claims received within two working days. During this time frame, 11,538 claims have been processed, none of which required the use of overtime. It is significant to note that the Branch has not increased its personnel strength since March 1978 and that the processing of nearly 1,000 more claims without the use of overtime can be attributed largely to the increased productivity of Insurance Branch employees.

The Central Processing Branch is to be commended also for their handling of travelers during the recent United Airlines strike and the grounding of the DC 10's.

Let's all make a major effort to conserve energy. A first start can be to turn out the lights in your offices when you depart each evening.

DID YOU KNOW:

PERINSUR is the Insurance Branch Computer Program which is related to the Manpower Control System. The Program has been designed to provide management with accurate up-to-date information on an individual's insurance status to include all insurance coverages; i.e., hospitalization plan, UBLIC, WAEPA, FEGLI,

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specified dread diseases, income replacement, flight and accident policy and commercial and military air flight trip. The Program will also include the employees in the various plans, amount of coverage, premiums, beneficiaries and make this information readily accessible. PERINSUR will also provide for collection of premiums through payroll deductions as well as over-the-counter collections; provide the insured with a statement of coverage and beneficiaries annually; provide statistical reports as required; and provide the Insurance Branch with an efficient, on-time, smooth flowing unified system. The Program is due to be implemented in the fall of 1979, with FEGLI being the first plan to be phased in under this automated concept.

The International Association of Personnel Women is an organization composed of over 1,000 women (and men) engaged in personnel and human resources management in both the public and private sectors in the United States and in several foreign countries. If you would like to know more, you can write to:

LAPW
P.O. Box 3057
Grand Central Station
New York, N.W. 10017

EMERGENCY EMERGENCY EMERGENCY

For injuries or illnesses incurred on the job you may obtain immediate assistance by dialing 5050 and giving the nature of the emergency and the location.

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CONGRATULATIONS

[] was granted a \$1,000 special achievement award for exceptional performance in the Insurance Branch. Kitty's performance exceeded the requirements of her job and her grade level which earned her this nice award.

[] received a \$728.00 special achievement award for her superior performance, which averted the use of other professional help at a cost of approximately \$12,600. Janet also received a letter from President Carter for her achievement. 25X1

[] formerly of OP has been awarded a \$300.00 suggestion award for her recommendations to strengthen the physical security in the Reception Area at the Ames Building. 25X1

[] was awarded a \$75.00 suggestion award for questioning the practice of leaving unclassified machine runs throughout Headquarters corridors, which alerted the Office of Security and users of machine listings to hazards that certain runs may contain information of value to an unauthorized user and machine runs must be disposed of as classified material. 25X1

[] was presented a \$1,500 achievement award. As Chief of the Plans and Review Staff, he was concerned with the handling of an almost endless flow of complicated and voluminous staff studies. 25X1 [], while simultaneously providing direction to his staff, was personally and heavily engaged in handling several independent projects including the development of sophisticated analytical methodologies and statistical models. His contributions and performance significantly impressed on the Office of Personnel's capacity to meet critical requirements. He has earned our highest respect.

[] was presented a \$1,500 achievement award as Chief, Personnel Management and Evaluation Staff. She carried workload assignments which can only be described as crushing during the past 12 months -- not only in terms of intensity and volume, but also by the complexity and diversity of the requirements. She provided sustained leadership, assumed direct independent responsibility for the completion of a major share of key projects 25X1A

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